



MARS Data Entry

What's New in the 11g Version

- The slides below highlight the changes and new features of the Oracle 11G version of MARS Data Entry Application.
- Intended Audience: This document is for MARS
 Data Entry Users that have experience using the
 prior Release of MARS Data Entry Application.
- It includes general instructions for MARS users, instructions for MARS Forms and Travel Numbering System module users. Pages 4 through 9 include the overall MARS Data Entry changes, page 8 includes instructions for MARS Form users, and pages 10-21 cover Travel Numbering System module changes.

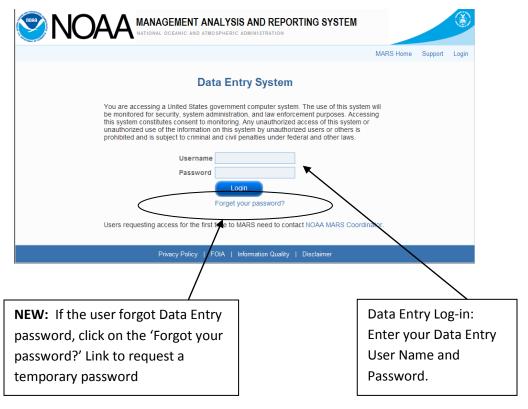
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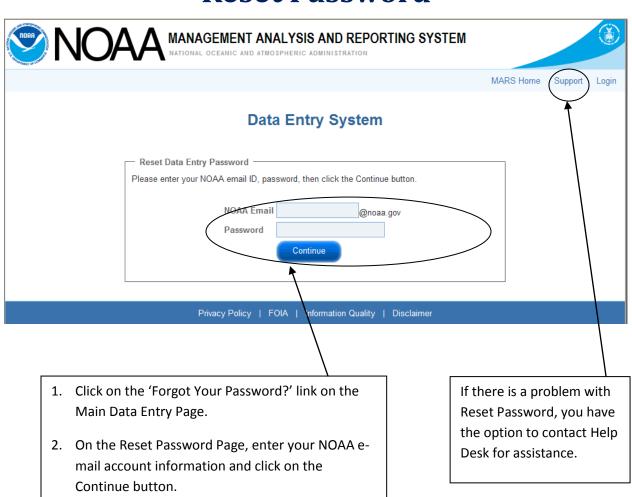
New Version Highlights

- JInitiator will no longer be needed with Oracle Forms 11g. The Java plug-in (JRE) will be required on the client machine to run the MARS Forms 11g Application. Oracle has certified Sun's JRE version 1.6.0 12 and higher for using Oracle 11g Forms.
- Redesigned Web Layout Implementation of NOAA-wide look and increased usability for the current web pages.
- Enhancements to Travel Document module
- Self-Service Password Reset Functionality. Users can reset their own passwords on-line at anytime.

Data Entry Log-in Page

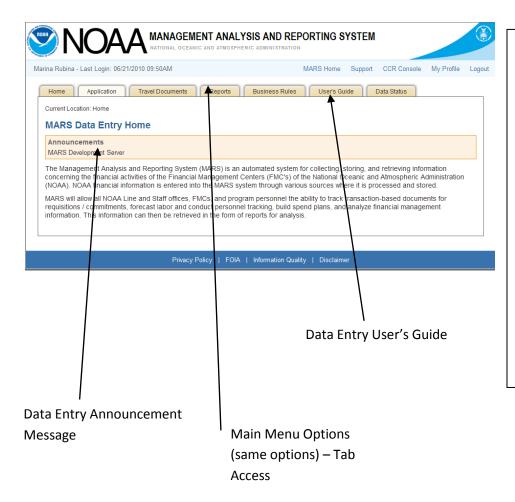


Reset Password



- 3. If the submitted information is successfully validated against NOAA's LDAP and MARS info, the system will e-mail temporary password
- 4. The user will need to log-in to the system and change a temporary password (the system will prompt a Password Change when using a temporary password) in 24 hours after resetting it.
- 5. If more than 24 hours passed since password reset, the user will have to re-set it again to access the system.

Getting Started - Data Entry Home Page



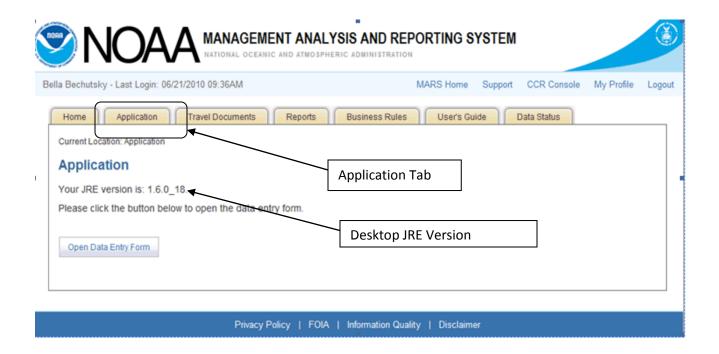
After logging-in to the MARS Data Entry, choose one of the Tabs to go to the needed function:

- Application Tab- to go to the MARS Forms;
- Reports Tab to Run Data Entry Reports;
- Travel Documents Tab

 to access Travel

 Numbering System;
- Data Status Tab to check Data Entry data status.

Application / Forms Page



NEW:

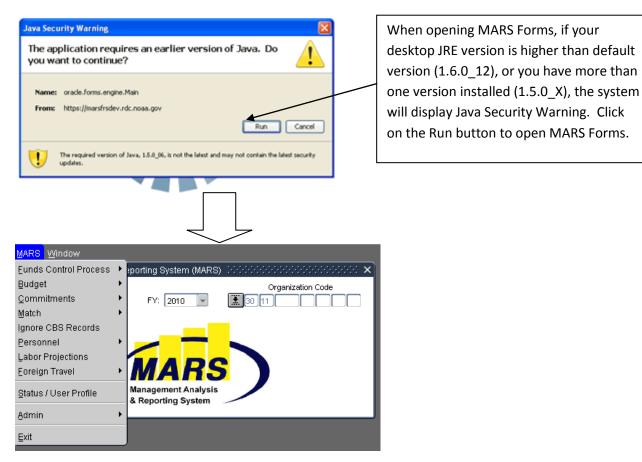
Jinitiator is no longer required to run MARS Forms.

Minimum required desktop JRE version is now 1.6.0_12.

Application Tab Page will display detected desktop JRE version. If your desktop doesn't have a needed JRE version, it should be downloaded and installed from the MARS web page in the "Downloads" menu button. If you do not have the permissions to install it, please contact your local Help Desk for support.

If you have a required JRE version, click on the 'Open Data Entry Form' button to open MARS Forms.

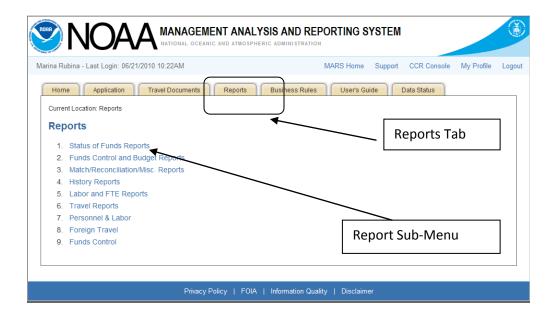
Application/Forms (continued)



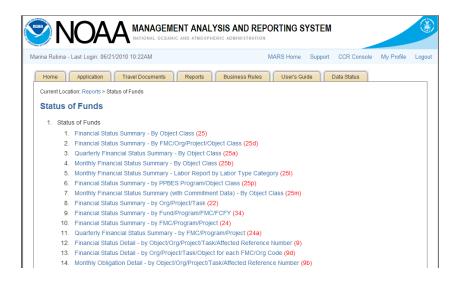
When first opening one of the forms with Time-out functionality (Budget, Projections, etc), the system can display an Application Signature Warning. Please check 'Always trust content from this publisher' box and click on the Run button to open a selected form.



Report Menu Tab

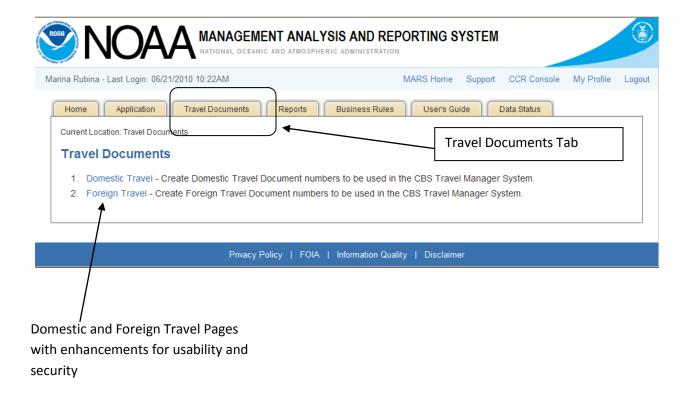






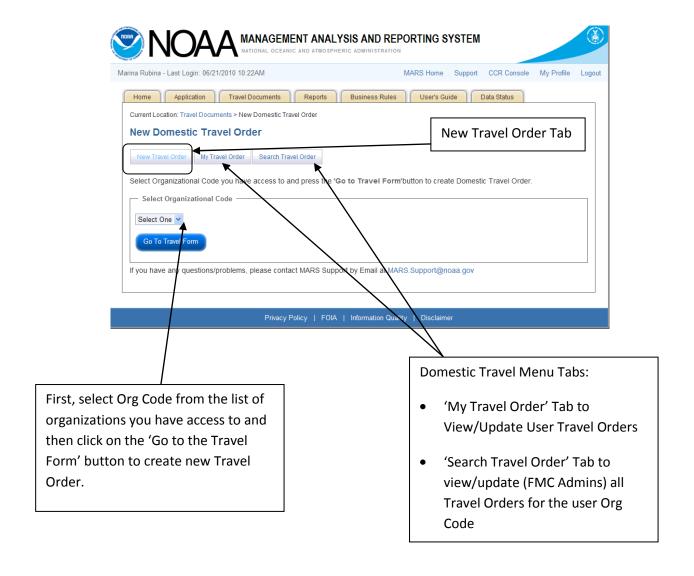
Travel Numbering System

For the Line Offices Currently Using MARS Travel Numbering System



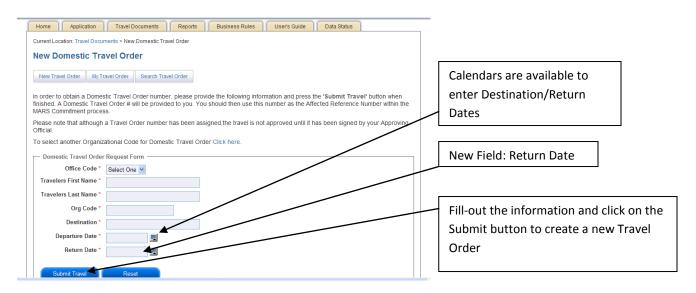
Travel Numbering System - Domestic Travel

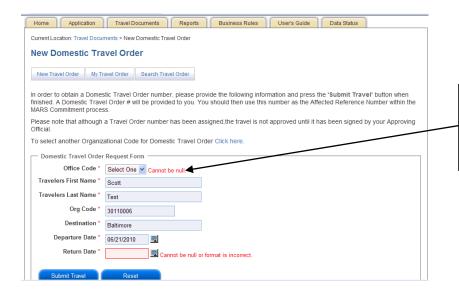
- Enhanced Navigation and Page Layout
- No Functionality Changes



Domestic Travel (continued)

Create New Travel Order Tab

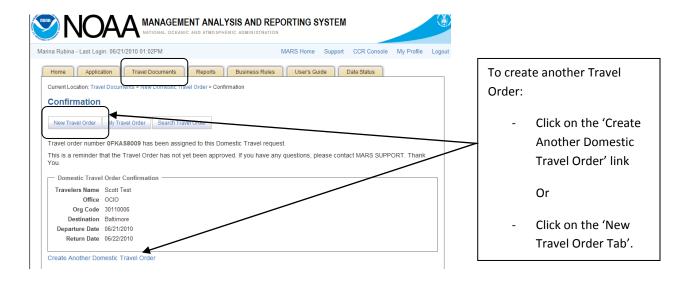




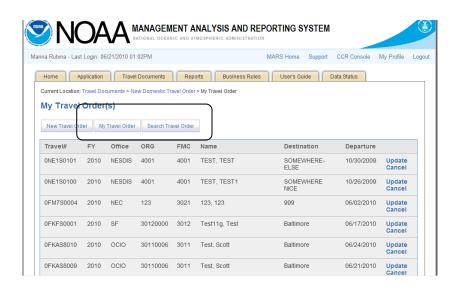
After Submitting the Form, missing/invalid fields will be displayed in red and will have to be corrected to create a Travel Order.

Domestic Travel (continued)

Create New Travel Order Tab - Confirmation

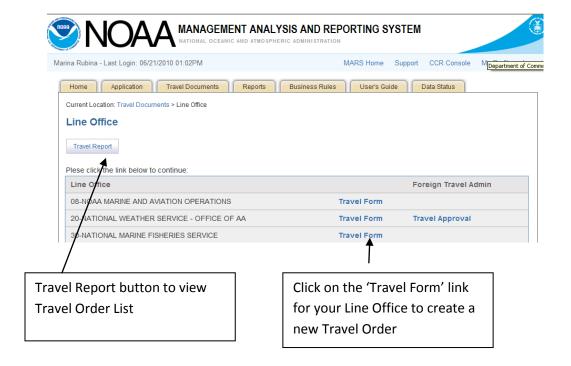


My Travel Orders Tab



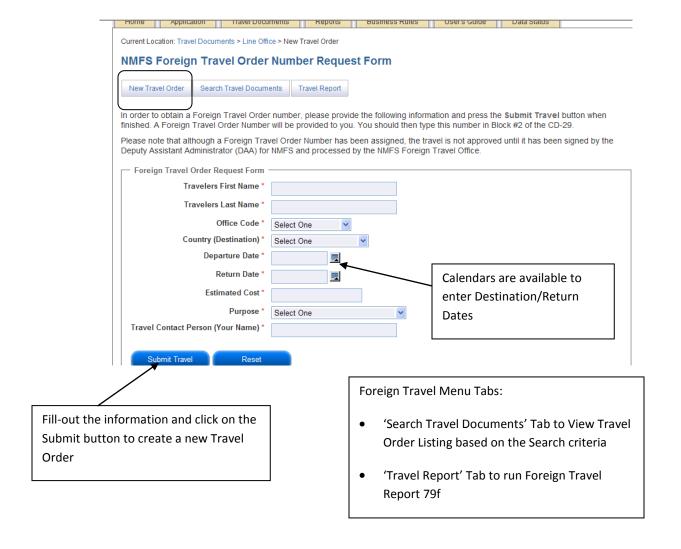
Travel Numbering System - Foreign Travel (excluding NWS)

- Enhanced Navigation and Page Layout
- No Functionality Changes



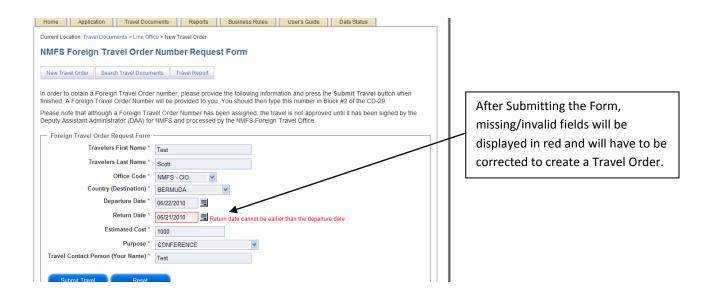
Foreign Travel (excluding NWS), continued

Create New Travel Order Tab



Foreign Travel (excluding NWS), continued

Create New Travel Order Tab- Confirmation

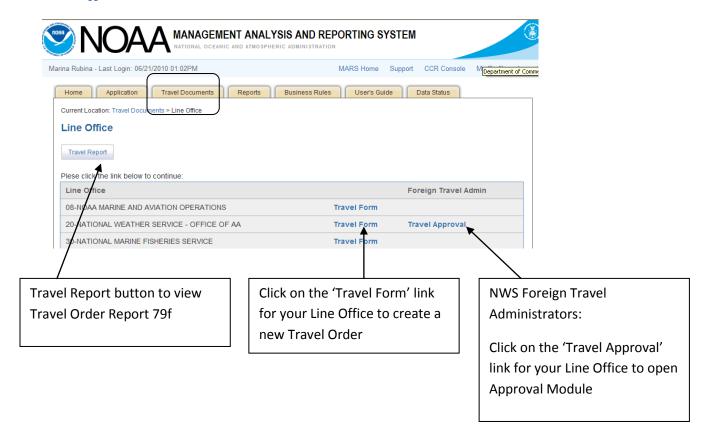




Travel Numbering System - Foreign Travel - NWS Module

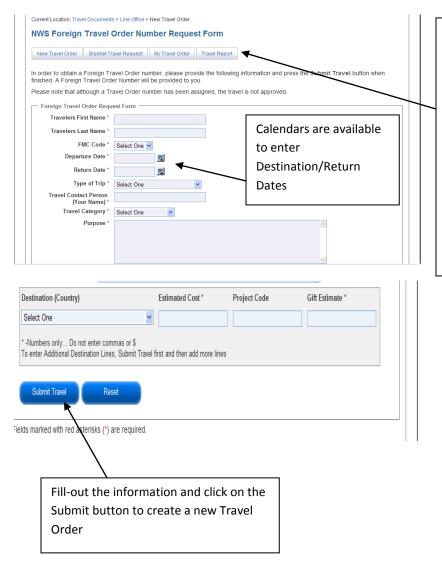
- Enhanced Navigation and Page Layout
- No Functionality Changes

Line Office Selection



Foreign Travel - NWS, continued

Create New Travel Order Tab

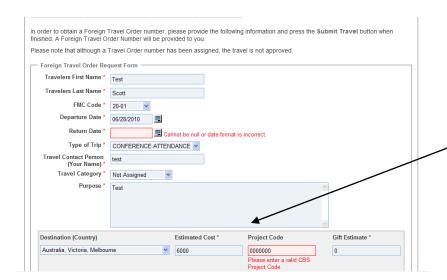


Foreign Travel Menu Tabs:

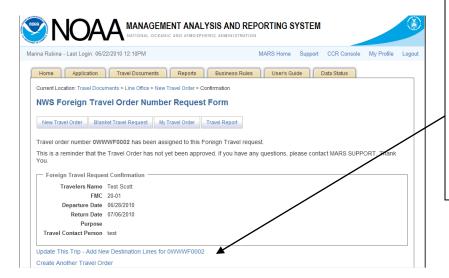
- 'Blanket Travel Request' to create Blanket Travel Ranges/Orders
- 'My Travel Order' Tab to View/Edit previously entered Travel Orders based on the Search criteria
- 'Travel Report' Tab to run Foreign Travel Report 79f

Foreign Travel - NWS, continued

Create New Travel Order Tab- Confirmation



After Submitting the Form, missing/invalid fields will be displayed in red and will have to be corrected to create a Travel Order.



To create another Travel Order:

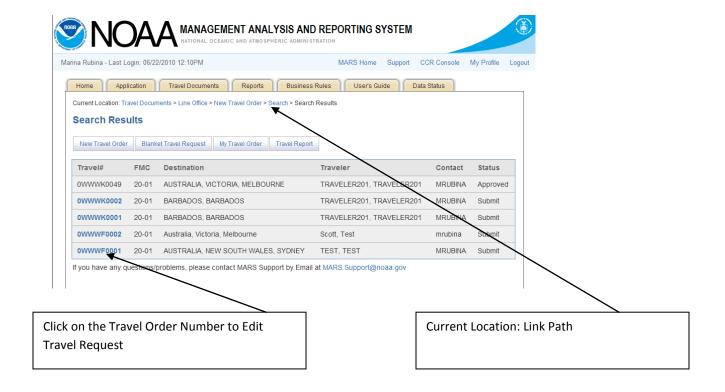
 Click on the 'Create Another Travel Order' link or go to the 'New Travel Order' Tab.

To update this Travel Order/ Add Lines:

- Click on the 'Update This Trip' link.

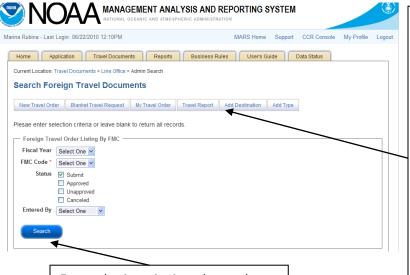
Foreign Travel – NWS, continued

My Travel Order Tab



Foreign Travel - NWS, continued

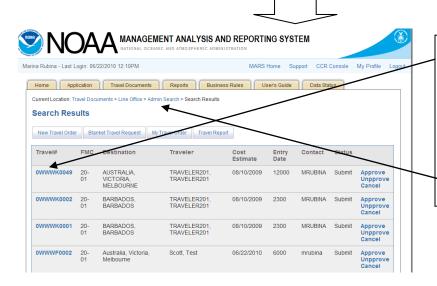
Approval Module



Enter selection criteria and press the 'Search' button to Approve/Cancel /Update selected Travel Orders.

Approval/Admin Menu Tabs:

- 'New Travel Order' to create a new Travel request
- 'Blanket Travel Request' to create Blanket Travel Ranges/Orders
- 'My Travel Order' Tab to View/Edit previously entered Travel Orders based on the Search criteria
- 'Travel Report' Tab to run Foreign Travel Report 79f
- 'Add Destination' and 'Add Type' to create new pull-down menu options for Destination and Type of Travel



Click on the Travel Order Number to Edit Travel Request.

Click on the

Approve/Unapprove/Cancel links to change Request Status.

To re-enter search criteria, click on the 'Admin Search' link.

Getting Help



- Updated User's Guide
- Documentation on the MARS Home Page: 'What is New in the 11G DE Version' Document,
 Desktop Requirements Document, etc.
- MARS Help Desk/Support